

STANDARD FORM NO. 64

Office Memorandum UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 28 May 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 22-28 May 1953

1. Project 52-37, Collection Manual. Largely in suspense in deference to Project 53-13.
2. Project 52-41, Training Liaison Officers. Proposed agenda for group meetings of TLO's in preparation. Meetings will be scheduled for mid June in carrying out the policy approved by D/TR for regular meetings with S/PP and TLO's to discuss informally training problems. Upon completion, agenda will be forwarded to front office for approval.
3. Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA. Memos have been forwarded to the AD/OO and the AD/ORR informing them of the successful completion of the training program for the reserve officers. Memo on the same subject is being drafted for transmittal to the DCI. [redacted] will complete his fifteen-day tour tomorrow. He will report to the S/PP prior to returning to MPD for checking out of the Agency.
4. Project 53-3, Training Bulletin. Remarks of the DCI at the 10th Agency Orientation Course are being edited for issuance as a Training Bulletin. Remarks of DCI will be coordinated with [redacted] before preparation in final form. Remarks of DDCI in draft form received this date. Will also be subject of Bulletin.
5. Project 53-13, Glossary of Intelligence Terminology. Conferences between TD/S/TR(S) and S/PP/TR(G) have been completed. Including minor editing, resulting proposals for changes are limited to about 20% of the S/PP definitions. Not only these proposals but all items in the S/PP draft are now being reviewed in conference with Chief, S/PP. A Foreword setting forth the fundamental nature of the project as seen by OTR has been drafted.
6. Project 53-22, Training for Employees of IAC Agencies. The Department of the Navy has advised us that it will have a candidate for the BIC, commencing in July. A memo outlining the procedures for submitting applications for attendance at the BIC has been forwarded to the Navy project officer. The Departments of State and Army will have one student each in the BIC commencing 1 June.
7. Project 53-25, 1954 Budget. Memorandum in process for D/TR's signature, addressed to Division Chiefs of TR(G), requesting "Accomplishments and Objectives" statements re the activities of their Divisions in Fy 1953 and plans for Fy 1954-55. Statements will be used in preparation of the narrative statements for the TR(G) budget estimates.

DOC. NO. 29 NO CHANGE
 FLD NO. 101.22
 CHANGED
 CLASS
 TYPE DOC. 02
 BOR NO. 19
 REV DATE 6/19/53
 ORG COMP // CPL // ORG CLASS S
 AUTH:
 REV CLASS C REV COORD

SECRET

CONFIDENTIAL

SECRET

CONFIDENTIAL

25X1

8. Project 53-28, Training Policies Related to the Agency Career Service Program. S/PP paper on training policies reviewed and approved by CIA *21 May* CSB with modifications: (1) policies limited to training at non-CIA facilities; (2) training is to be provided normally, but not exclusively, to career employees; (3) requests for training (including Department of Defense schools and colleges) require the endorsement of the Office Head or Staff Chief, in order to be considered by D/TR; (4) utilization within the Agency *plus* (but not particular slot) upon completion of training to be determined prior to training. Paper has been modified as above, coordinated with R. Boulton, approved by D/TR, and submitted to 25X1 for review and final approval by the Executive Committee of the CIA CSB at its next meeting next week. Revision of relevant CIA regulations in line with the approved policies is now in process.

9. The following projects are in process:

Project 52-19, Revision of CIA Regulation 25X1
Project 52-71, Revision of CIA Regulation
Project 53-1, CIA Regulation on Language Training.
Project 53-5, CIA Regulation on Clerical Training.
Project 53-6, CIA Regulation on Management Training.
Project 53-7, CIA Regulation on Junior Officer Program.
Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces.
Project 53-23, Development of New Language and Area Programs.
Project 53-29, JOT Program.

25X1

for

25X1

SECRET

CONFIDENTIAL